DOCUMENT RESUME

ED 214 026 CE 031 968

TITLE	Search for Available Jobs. Job Search. Competency 2.0.
INSTITUTION	Ohio State Univ., Columbus. National Center for Research in Vocational Education.
SPONS AGENCY	Employment and Training Administration (DOL), Washington, D.C. Office of Youth Programs.
PUB DATE	81
CONTRACT	DOL-99-0-2297-33-52
NOTE	41p.; For related documents see CE 031 933-972.
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Adult Vocational Education; Behavioral Objectives; *Career Education; Check Lists; Competency Based Education; Employment Opportunities; Employment Programs; Federal Programs; *Individualized Instruction; Informal Assessment; Instructional Materials; *Job Search Methods; Job Training; Units of Study; Vocational Education; Youth Programs
IDENTIFIERS	*Job Search Skills Training Program

ABSTRACT

This competency booklet for individualized competency-based instruction is the second of five in the Job Search Skills package. (Instructor program and guides are available separately as CE 031 965 and 966, the other booklets as CE 031 967-971.) It contains seven operational units related to the job search competency of searching for available jobs. (The other competency is divided into tasks which are further divided into operational units or units of work that relate to the task.) Each operational unit is presented in this format: competency, task, operational unit, performance objective, steps to follow to do the unit of work with the procedures outlined, information sheets, worksheets, and evaluation checklist. The tasks (and operational units) covered include (1) identify potential employers (compile list of job leads, gather facts about job leads), (2) decide which employers to contact first (relate personal skills and personal preferences to job leads), and (3) follow job leads (prepare message, contact employers by telephone and in person). (YLB)

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Job Search

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Search for Available Jobs

Competency 2.0

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COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.01: Identify Potential Employers

OPERATIONAL UNIT 2.01A: Compile a List of Job Leads

Performance Objective: *Given a number of resources, the learner will be able to compile a complete list of job leads to the satisfaction of the instructor.*

STEP 1. Look in the yellow pages of your phone book.

a. Read the entire index. Read from A through Z.

b. Read the titles (categories) of listings, e.g., Banks, Banquet Rooms, Barbers, Beauty Salons. Businesses are listed under special titles. These titles relate to the product and/or services the businesses provide. Example:

Title (category): Barber

Business: Cut & Curl
The New Wave

c. Check every title that relates to the job you seek. For example:

Barber
Beauty Salon

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d. List the pages where this information is found. Keep this list with your yellow pages. Soon you will contact employers under each title.

Barber, pp. 19-25
Beauty Salons, pp. 42-50

The yellow pages can give you many job leads. In a large city, the leads could number over one thousand.

STEP 2. Look in trade, industry, or professional publications.

a. Find information about new job markets.

b. Read the employment want ads.

c. Circle or list the job leads. Keep the publications or lists with the yellow pages of your phone book.

STEP 3. Call your local Chamber of Commerce.

a. Ask for names of companies that need your skills.

b. List these job leads. Keep this list with the other lists.

STEP 4. Contact apprenticeship programs, unions, and other local organizations and associations.

a. Look in the yellow pages. Check these categories: Associations, Organizations (Local, Trade, Retail, etc.).

b. List or check the groups to contact.

Associated Builders and Contractors

Federation of Licensed Practical Nurses

Bureau of Apprenticeship Training

c. Call or write for information. Describe your job needs and skills.

d. Ask for a list of employers that hire for the type of job you want.

e. Make a list of these names. Keep your lists together.

STEP 5. Contact friends, relatives, classmates, and other acquaintances.

a. Contact people who will have good things to say about you and your skills.

b. Tell the people that you are seeking a job. Tell them the kind of work you want. Tell them your career objective.

c. Ask for advice. Find out names of employers you might contact.

d. Keep a list of these employers.

STEP 6. List public employment agencies.

a. Look in the yellow pages. Find the names of these agencies.

b. Decide if you want to register at any of these agencies. There is no fee for their services.

c. List names of agencies you might contact.

STEP 7. Look through the want ads.

a. Read the ads carefully.

b. Circle job leads that appeal to you.

STEP 8. Contact school placement offices.

a. Talk with a counselor from the placement office at the school you attend or attended.

b. List the job leads you get.

STEP 9. Contact former employers and co-workers.

a. Contact people who will say good things about you--your work attitude and performance.

b. Tell the people your job needs. Tell about your career objective.

c. Ask for a list of employers you might contact. Ask for names of specific people you should contact. These should be people who are managers or supervisors in the company(s).

d. Make a list of businesses and the people you should contact.

STEP 10. List private employment agencies.

a. Look in the yellow pages. Find the names of these agencies.

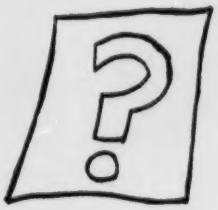
b. Be aware that these agencies charge for finding jobs. You should expect to pay at least 50-70 percent of your first month's wages.

c. List the agency names you might consider.

d. Put all your lists in one place. Keep the yellow pages and want ads and journals with the lists.

NOW . . .

Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.



Do you feel that you have satisfactorily completed this unit? Then, take your lists to the instructor for evaluation. Your instructor will check them . . . and advise you, if necessary.

Next, rate yourself on the evaluation checklist. Ask your instructor to rate you also.

Evaluation Checklist

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.01: Identify Potential Employers

OPERATIONAL UNIT 2.01A: Compile a List of Job Leads

YOUR CHECKLIST		Did you take the following steps to get and list job leads?	INSTRUCTOR CHECKLIST
☐	1.	Look in the yellow pages?	☐
☐	2.	Look in professional and trade journals?	☐
☐	3.	Call your local Chamber of Commerce?	☐
☐	4.	Contact unions, apprenticeship programs, and local organizations and agencies?	☐
☐	5.	Contact friends, relatives, classmates, and other acquaintances?	☐
☐	6.	Contact former employers and co-workers?	☐
☐	7.	Look through the want ads?	☐
☐	8.	Contact school placement services?	☐
☐	9.	List public employment agencies?	☐
☐	10.	List private employment agencies?	☐

Instructor_____

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.01: Identify Potential Employers

OPERATIONAL UNIT 2.01B: **Gather Facts About Job Leads**

Performance Objective: *Given a number of job leads, the learner will be able to gather facts about each of the businesses and/or jobs on his or her list to the satisfaction of the instructor.*

STEP 1. Find out about each job on your list.

a. Read the description thoroughly.

b. List the type and name of business on Worksheet 2.01B. Also list the type of job.

STEP 2. Find out the facts you need about each job.

a. Contact the sources listed on Information Sheet 2.01B.

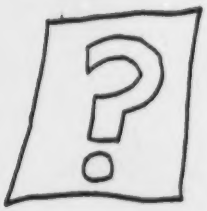
b. Find out what each business does.

c. List the facts next to each business's name. You should know what each business does, its products and services.

d. Find out the address and phone number of each business. Note them on your worksheet.

e. Find out how many employees are on staff in each business. Record numbers on your worksheet.

NOW . . .



Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? Then, take your lists to the instructor. Your instructor will check them . . . and advise you, if necessary.

Next, rate yourself on the evaluation checklist. Ask your instructor to rate you also.

INFORMATION SHEET 2.01B

The following sources will give you facts about businesses. Look through the phone book first. You will be able to find most facts there. Then contact the other sources.

Phone book

Professional and trade journals

Chamber of Commerce

Unions and other local organizations and associations

Friends

Relatives

Acquaintances

Former employers

Former and current co-workers

Counselors, placement officers, teachers

WORKSHEET 2.01B

Get as many copies of this sheet as you need. Ask your instructor.

Job Leads	Phone results
Name of Business:	Date 1st call
Address:	Info
	Date 2nd call
Phone:	Info
Type of Business:	Date 3rd call
Job Type:	Info
No. of Employees:	

Job Leads	Phone results
Name of Business:	Date 1st call
Address:	Info
	Date 2nd call
Phone:	Info
Type of Business:	Date 3rd call
Job Type:	Info
No. of Employees:	

Job Leads	Phone results
Name of Business:	Date 1st call
Address:	Info
	Date 2nd call
Phone:	Info
Type of Business:	Date 3rd call
Job Type:	Info
No. of Employees:	

Evaluation Checklist

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.01: Identify Potential Employers

OPERATIONAL UNIT 2.01B: Gather Facts About Job Leads

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. Find out about each job on your list?	☐
☐	2. Find out what each business does?	☐
☐	3. Find out the address and phone number of each business?	☐
☐	4. Find out how many employees are on staff in each business?	☐

Instructor_____

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.02: Decide Which Employers to Contact First

OPERATIONAL UNIT 2.02A: **Relate Personal Skills to Job Leads**

Performance Objective: *Given lists of job leads,*

the learner will be able to identify the jobs that most suit his or her skills and experiences

to the satisfaction of the instructor.

STEP 1. Look at your career objective, education and training, experiences, and skills.

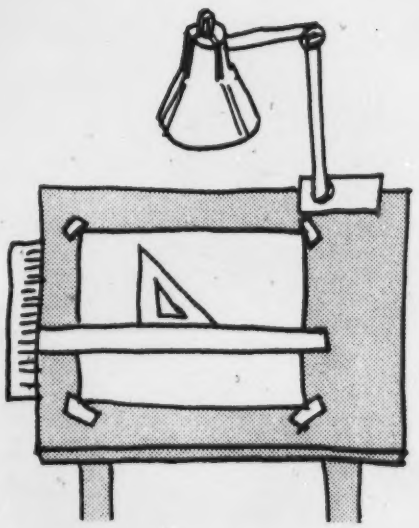
a. Review Worksheets 1.02A through 1.02I.

b. Review Worksheet 1.01A.

STEP 2. Identify the jobs that most require the skills you have.

a. Read descriptions of jobs. Look at your Job Leads list from Worksheet 2.01B.

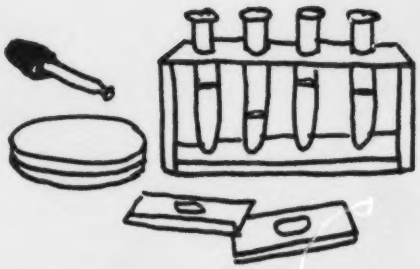
b. Decide which jobs seem most related to your skills. Place a check in front of those jobs. They are some of the first job leads you will follow.



STEP 3. Note experiences that relate to each job.

a. Read the jobs you checked.

b. Think of your work and training experiences. Which ones relate to each job? Example:



Medical Lab Assistant

- Sales Clerk at Waldo Drugs
- Bookkeeper at Mt. Carmel Hospital
- Skill training course for medical laboratory assistant

c. Briefly note these facts next to each job you checked.

NOW . . .

Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? Then, take your lists to the instructor. Your instructor will check your work . . . and advise you, if necessary.

Next, rate yourself on the evaluation checklist. Ask your instructor to rate you also.

Evaluation Checklist

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.02: Decide Which Employers to Contact First

OPERATIONAL UNIT 2.02A: Relate Personal Skills to Job Leads

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. Look at your career objective, education and training, experiences, and skills?	☐
☐	2. Identify the jobs that most require the skills you have?	☐
☐	3. Note experiences that relate to each job you identified?	☐

Instructor_____

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.02: Decide Which Employers to Contact First

OPERATIONAL UNIT 2.02B: **Relate Personal Preferences to Job Leads**

Performance Objective: *Given a list of job leads,*

the learner will be able to identify job leads that most match his or her personal preferences for size, location, and reputation of company

to the satisfaction of the instructor.

STEP 1. Identify the size of the company you prefer.

a. List small or large to show your preference.

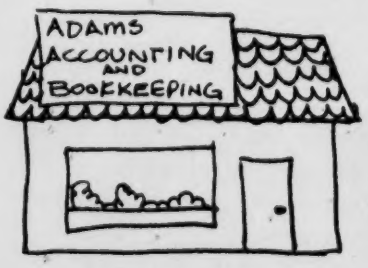
b. List the highest number you consider "small."

STEP 2. Identify the areas (streets, sides of town, etc.) you find acceptable.

a. Note if you must work near a bus line.

b. Note the point at which there is a problem.

"I can travel within 20 miles of my home."



STEP 3. Find out the reputations of companies.

a. Find out what employees have to say. Do they like the companies where they work? Are they treated fairly? Get several opinions. All workers may not feel the same way.

b. Find out what other people think of each company. Is the company active in the community? Does it sponsor a city league baseball team? Does it contribute to the symphony?

c. Find out special unpublicized facts. Are any companies, plants, or offices closing? leaving town? Ask people who might know this information. But check it out. Don't believe rumors. Find out the real facts.

STEP 4. Match job leads to your preferences.

a. Look at Worksheet 2.01B. Look at the job leads you checked. These are the jobs for which you feel most suited.

b. Look at your preferences for company size and location.

c. Look at any notes you have about company reputation.

d. Decide which job leads are best suited to you and your wants. These are the jobs and employers you should contact first. Place an "X" in front of these employers.

NOW . . .

Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? Then, take your notes to the instructor. Your instructor will check your work . . . and advise you, if necessary.

Rate yourself on the evaluation checklist. Ask your instructor to rate you also.

Evaluation Checklist

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.02: Decide Which Employers to Contact First

OPERATIONAL UNIT 2.02B: Relate Personal Preferences to Job Leads

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. Identify the size of company you prefer?	☐
☐	2. Identify the locations you find acceptable?	☐
☐	3. Find out the reputations of companies?	☐
☐	4. Match job leads to your preferences?	☐

Instructor_____

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.03: Follow Job Leads

OPERATIONAL UNIT 2.03A: **Prepare Your Message**

Performance Objective: *Given the need to contact employers and arrange for an interview,*

the learner will prepare the message he or she will deliver

to the satisfaction of the instructor.

STEP 1. List whom to contact.

a. Decide which employers you will call. Get your job leads list from Worksheet 2.01B.

b. Find out the department or section where you might find work.

c. Find out the name of the person who can hire you. Is it the manager? supervisor? Ask the telephone operator at the company. Ask friends. Ask your instructor. List the name on Worksheet 2.03A.

STEP 2. Outline your opening remarks. (Use Worksheet 2.03A.)

a. Write a sentence. State how you will ask for the person in charge of hiring.

"May I speak to Mr. Samuals?"

"I would like to speak to the manager, please. Could you give me that person's name?"

b. Write a sentence you could say to a secretary. State how you would answer this question: "What are you calling about?"

"I'm calling about the track program."

STEP 3. Outline your message. (Use Worksheet 2.03A.)

a. Write your complete name.

"Hello. My name is Lester Alt."

b. Write a sentence about yourself. Describe your skills, experiences, or interests.

"I am on the track team at Indiana University."

c. Write a sentence to interest the listener. State some common interest, friend, or work experience. Reveal your knowledge about the company.

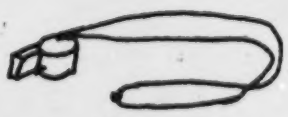
"I hear you have a new summer track program in Crete."

d. Write a sentence telling what you would like to do. State the activity. Don't state the job or job title.

"I would like the chance to coach in that program."

or

"I would like to work in sales."



e. Write a sentence telling about your experiences.

"I've worked for two summers with Parks and Recreation in Sidney. I taught children ages 7-13."

f. Write a sentence. Tell the benefits you would bring to the company . . . or organization.

"I think you would like the way I work with young people. I'm patient and enthusiastic. I talk easily with children and they like me."

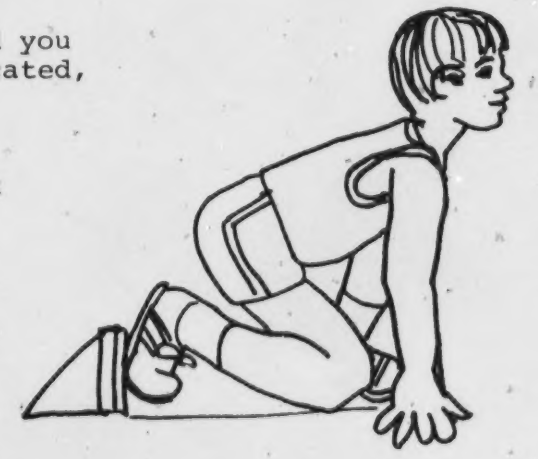
STEP 4. Outline your closing remarks.

a. List your specific skills that relate to the job. List three. Don't give too much information over the phone. Save it for the interview.

"I can teach basic running and sprinting techniques."

b. List other contributions you could make.

"I think I could build you an enthusiastic, dedicated, and winning team.



STEP 5. Outline ways you will ask for an interview.

a. State your desire:

"I would like to come in for an interview."

b. Explain why you want the interview.

"Then I could describe my skills and experiences to you in more detail."

c. Ask for the interviewer's name.

"When I come in, whom should I ask for?"

d. Ask for a specific time and date.

"What date would be convenient? time?"

e. Ask where you should report.

"Which office shall I look for?"

f. Extend thanks.

"Thank you for your time."

STEP 6. Keep the message short.

a. Get a clock with a second hand.

b. Time how long it takes you to read the message.

c. Shorten the message if necessary.

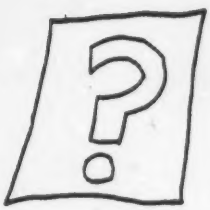
Does it take you longer than 40 seconds to read the message? Then shorten it. The employer needs time to talk, too.

Your entire conversation should take less than one minute.

STEP 7. Type or print the final message. Use it as a reference. You don't have to use the exact words. But you should have an idea of what you will say.

NOW . . .

Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.



Do you feel that you have satisfactorily completed this unit? Then, take your worksheet to your instructor for evaluation. Your instructor will check your outline . . . and advise you, if necessary.

Next, rate yourself on the evaluation checklist. Ask your instructor to rate you also.

WORKSHEET 2.03A

Name the contact person:

State your opening remarks:

Outline your message:

Name:

Description of your skills, experiences, and/or interests:

An item of interest to the listener:

Statement telling what you would like to do:

Statement telling about your experiences:

Statement telling about the benefits you would bring to the company:

Outline closing remarks:

List specific skills that relate to the job:

List other talents you have:

Outline ways you will ask for an interview:

State your desire for an interview:

Explain why you want the interview:

Evaluation Checklist

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.03: Follow Job Leads

OPERATIONAL UNIT 2.03A: Prepare Your Message

YOUR CHECKLIST	Did you:	INSTRUCTOR CHECKLIST
☐	1. List the person to contact?	☐
☐	2. Outline your opening remarks?	☐
☐	3. Outline your message?	☐
☐	4. Outline your closing remarks?	☐
☐	5. Outline ways you will ask for an interview?	☐
☐	6. Keep the message short?	☐
☐	7. Type or print the message?	☐

Instructor_____

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.03: Follow Job Leads

OPERATIONAL UNIT 2.03B: Contact Employers by Telephone

Performance Objective: *Given lists of job leads and a prepared delivery,*

the learner will be able to talk with employers on the telephone

and secure job interviews.

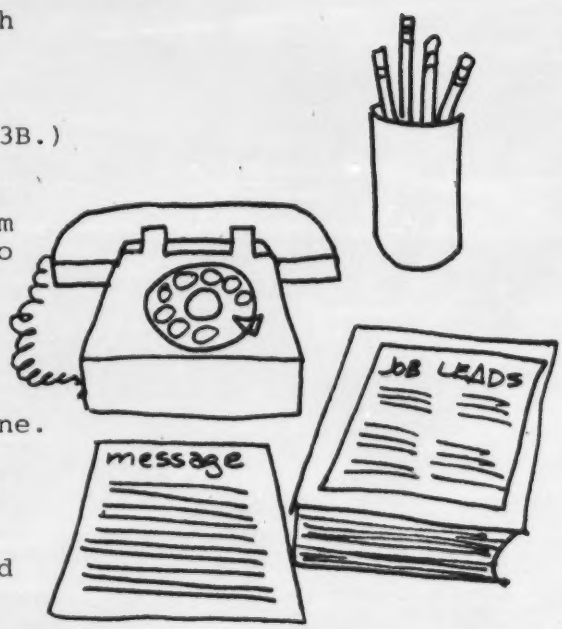
STEP 1. Set up a practice situation.

a. Use a disconnected phone as you practice the steps that follow.

b. Ask a participant to work with you.

c. Give the participant a checklist. (Turn to Worksheet 2.03B.)

d. Ask the participant to assess your phone delivery. (Ask him or her to use the checklist to rate you.)



STEP 2. Prepare for the call.

a. Find a quiet place with a phone.

b. Sit at a desk or table by the telephone.

c. Place your job lead sheets and phone books at your side.

d. Place your prepared message in front of you.

STEP 3. Place the call.

a. Dial the phone.

b. Ask for the person who can hire you. Ask for him or her by name or title.

c. Set a time to place a return call if the person is not in the office.

STEP 4. Use good telephone techniques.

a. Speak clearly.

b. Speak at a moderate pace.

c. Sound enthusiastic and interested.

d. Act pleasant.

STEP 5. Deliver your message.

a. Read the message you outlined.

b. Use expression in your voice. But don't overdo it!

STEP 6. Deliver your closing remarks.

a. Refer to your outline. Read the closing remarks.

b. Bring the conversation to its goal--setting up the interview.

STEP 7. Arrange for the interview.

a. Read the message on your outline.

b. Write down interview information.

- the name of the interviewer
- the place of the interview
- the time and date of the interview.

c. Repeat the information. Make sure you have it written correctly.

d. Thank the employer for his or her time.

STEP 8. Explore other options within the company. (Do this if you are told there are no openings.)

a. Describe other skills. Ask if there are other managers who are looking for someone with your skills.

b. Seek other leads. Ask for names of other companies you could contact.

c. Leave your name and phone number. Ask if you can call again in several weeks.

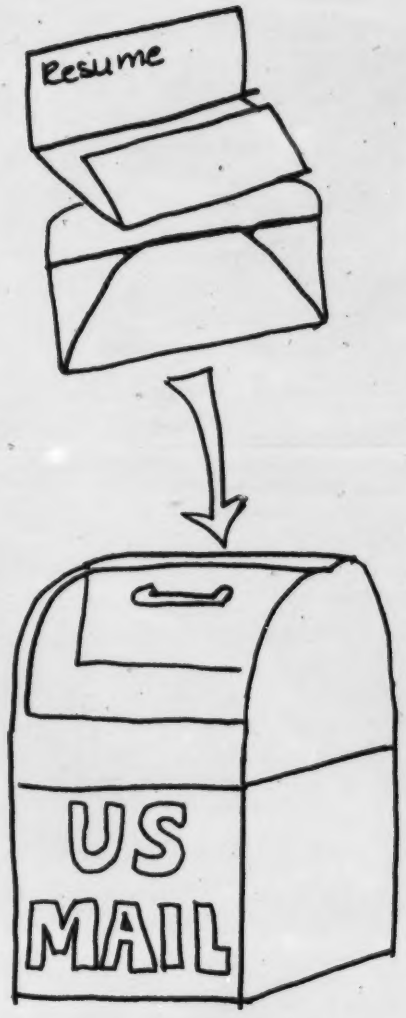
d. Send a resumé.

STEP 9. Practice this process.

a. Keep a record of each call on your job leads list.

b. Call until you have secured several interviews.

c. Evaluate yourself after each call. Use the checklist.



NOW . . .

Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? Then, ask the instructor to evaluate you. Your instructor will advise you, if necessary.

WORKSHEET 2.03B

Following is a checklist. Use it to check yourself after you make each call. Ask other participants to use it when they are checking your practice calls.

Did you:

___Have all your materials at hand?

___Have a quiet place to work?

___Ask for the person who can hire you?

___Convey proper message to secretary, if necessary?

___Speak clearly?

___Speak at a moderate pace?

___Sound enthusiastic and interested?

___Act pleasant?

___Briefly describe your past experiences?

___Briefly express your interest in the company or job?

___Briefly explain what you want (the position or type of work)?

___Briefly state your most recent experiences that relate to the job?

___Briefly tell the benefits you would bring to the company?

___Briefly state your specific skills that relate to the job?

___Ask for the interview?

___Explain why you want the interview?

___Ask for the interviewer's name?

___Ask for the date and time of the interview?

___Ask for the location of the interview?

___Extend a thank you?

___Keep the conversation short?

___Keep a record of each call?

Evaluation Checklist

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.03: Follow Job Leads

OPERATIONAL UNIT 2.03B: Contact Employers by Telephone

YOUR CHECKLIST		Did you:	INSTRUCTOR CHECKLIST
☐	1.	Set up a practice situation?	☐
☐	2.	Prepare for the call?	☐
☐	3.	Place the call?	☐
☐	4.	Use good telephone techniques?	☐
☐	5.	Deliver your message?	☐
☐	6.	Deliver your closing remarks?	☐
☐	7.	Arrange for the interview?	☐
☐	8.	Explore other options within the company?	☐
☐	9.	Practice the process?	☐
☐	10.	Keep a record of your calls?	☐
☐	11.	Call until you have secured several interviews?	☐
☐	12.	Evaluate yourself after each call?	☐

Instructor_____

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.03: Follow Job Leads

OPERATIONAL UNIT 2.03C: **Contact Employers in Person**

Performance Objective: *Given lists of job leads and a prepared delivery,*

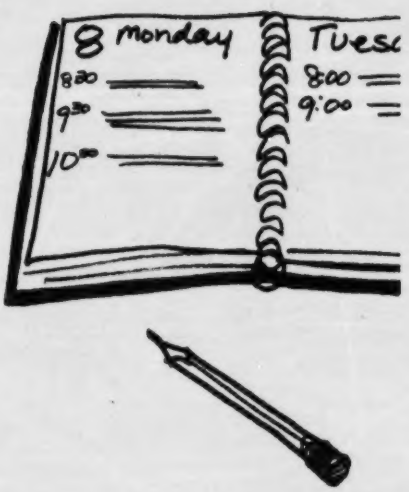
the learner will be able to meet and talk with employers

and secure job interviews.

STEP 1. Learn about the company or business.

a. Read the facts on your job leads list. You should have listed some facts about each company.

b. Find out more information if possible.

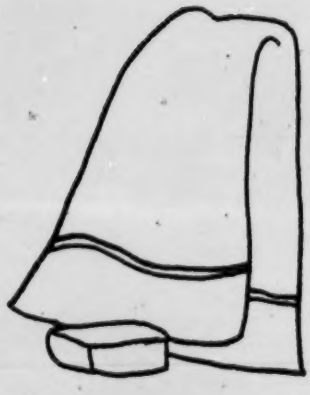


STEP 2. Plan the time for your visit.

a. Set up a schedule for yourself. Plan to visit a number of businesses. Visit ones that are in the same area.

b. Arrive early in the day. People are more alert then. And they are usually at their desks.

STEP 3. Set up a practice.



a. Find a room where you can work.

b. Ask a participant to work with you.

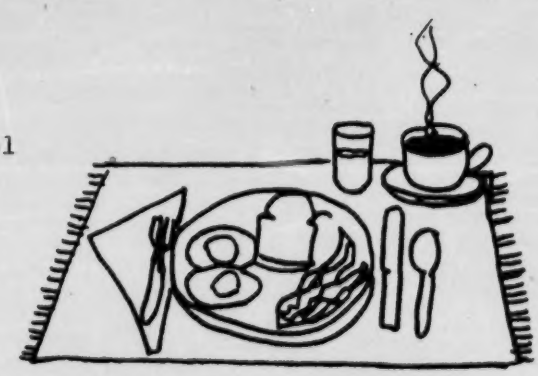
c. Give the participant a checklist. (Turn to Worksheet 2.03C.)

d. Ask the participant to assess your approach. (Ask him or her to use the checklist to rate you.)

STEP 4. Present a good appearance.

a. Be clean and well groomed.

- Shower and shave.
- Trim nails.
- Wash, comb, and style hair.
- Use a limited amount of makeup.
- Use perfume or after-shave lotion sparingly.
- Brush teeth.



b. Be well rested.

c. Eat breakfast. Avoid alcohol and other drugs.

d. Wear proper clothing. Wear clothes that are

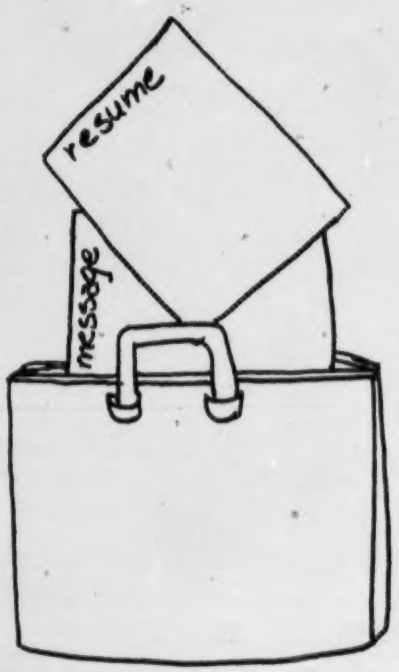
- clean, pressed, and in good condition,
- the correct size,
- correct style and lengths:
  - Don't wear jeans.
  - Don't wear clothes that are too short, too long, too tight, or too revealing.
- appropriate:
  - Wear clean and casual clothes.
  - If the job requires certain clothes (suit), wear them when you contact employers.

STEP 5. Take copies of your resumé.

STEP 6. Take a typed copy of your message.

a. Review it before you talk to each employer.

b. Change the message a bit to suit each employer.



STEP 7. Greet the employer.

a. Use the opening remarks on your outline.

b. Introduce yourself.

STEP 8. Deliver your message.

a. Use good nonverbal skills.

- Use good posture.
- Smile.
- Show interest, enthusiasm.
- Look at the person.
- Shake hands.

b. Use good verbal skills.

- Speak clearly.
- Speak at a moderate pace.
- Use a pleasant tone of voice.

c. Present the main part of your message. (See your outline.)

d. Present your closing remarks.

STEP 9. Arrange for the interview.

a. Ask if you may come in for an interview.

b. Explain that you would like to discuss your skills and experiences in more detail.

c. Write down the interview information.

- the name of the interviewer
- the place of the interview
- the time and date of the interview

d. Repeat the information. Make sure you have it written correctly.

e. Thank the employer for his or her time.

STEP 10. Explore other options within the company. (Do this if you are told there are no openings.)

a. Describe other skills. Ask if there are other managers who are looking for someone with your skills.

b. Seek other leads. Ask for names of other companies you could contact.

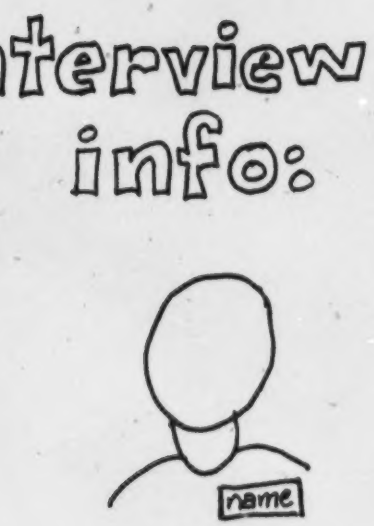
c. Leave your name and phone number. Ask if you can call again in several weeks.

d. Send a resumé.

STEP 11. Practice this process.

a. Get feedback (comments) from other participants.

b. Take steps to improve. Follow suggestions given by others.

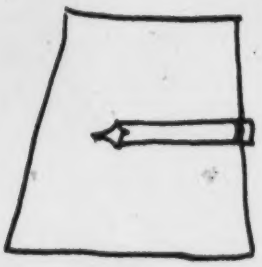


STEP 12. Begin your visits.

a. Keep a record of each visit. Write on your job leads list.

b. Visit until you have secured several interviews.

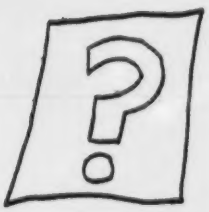
c. Evaluate yourself after each visit. Use the checklist.



NOW . . .

Are you in doubt about any part of the unit? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? Then, ask the instructor to evaluate you. Your instructor will advise you, if necessary.



WORKSHEET 2.03C

Following is a checklist. Use it to check yourself after you make each call. Ask other participants to use it when they are checking your practice calls.

Did you:

___Learn facts about the company or business?
___Plan the time for your visits?
___Present a good appearance?
___Take your resumé copies with you?
___Take a typed copy of your message?
___Greet the employer?
___Use good nonverbal skills:
  ___Use good posture?
  ___Smile?
  ___Show interest and enthusiasm?
  ___Look at the person?
  ___Shake hands?
___Use good verbal skills:
  ___Speak clearly?
  ___Speak at a moderate pace?
  ___Use a pleasant tone of voice?
___Briefly describe your past experiences?
___Briefly express your interest in the company or job?
___Briefly explain what you want (the position or type of job)?
___Briefly state your most recent experiences that relate to the job?
___Briefly state other benefits of hiring you?
___Ask for the interview?
___Explain why you want the interview?
___Ask for the interviewer's name?
___Ask for the date and time of the interview?
___Ask for the location of the interview?
___Extend a thank you?
___Keep the conversation short?
___Keep a record of each call?

COMPETENCY 2.0: SEARCH FOR AVAILABLE JOBS

TASK 2.03: Follow Job Leads

OPERATIONAL UNIT 2.03C: Contact Employers in Person

YOUR CHECKLIST		Did you:	INSTRUCTOR CHECKLIST
☐	1.	Learn about the company or business?	☐
☐	2.	Plan the time for your visit?	☐
☐	3.	Set up a practice?	☐
☐	4.	Present a good appearance?	☐
☐	5.	Take copies of your resume?	☐
☐	6.	Take a copy of your prepared message?	☐
☐	7.	Greet the employer?	☐
☐	8.	Deliver your message?	☐
☐	9.	Arrange for the interview?	☐
☐	10.	Explore other options within the company?	☐
☐	11.	Practice this process?	☐
☐	12.	Begin your visits?	☐
☐	13.	Keep a record of your visits?	☐
☐	14.	Evaluate yourself after each visit?	☐
☐	15.	Continue your visits until you have secured several interviews?	☐

Instructor_____